

## Virginia Pre-Hospital Information Bridge

### Hospital User of Information Systems Security Access Agreement

As a hospital user of the Virginia Department of Health's (VDH), Office of Emergency Medical Services (OEMS) Pre-Hospital Information Bridge (VPHIB) information systems, I understand and agree to abide by VDH/OEMS Security Policy as stated in this agreement which governs my access to and use of the information and computer services of VDH/OEMS.

Access has been granted to me by VDH/OEMS as a necessary privilege in order to perform my authorized functions as an agent of a hospital/health care facility that receives EMS patient care documentation as part of the continuum of care and/or performance improvement efforts related to patients received directly from an authorized EMS provider/agency. Unique passwords and logon IDs are assigned to one responsible party. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (including but not limited to: Logon IDs, passwords, terminal IDs or file protection) for any purposes other than those required for performing my authorized functions.

I will not disclose any confidential, restricted or sensitive data to unauthorized persons. I will protect personal health information as required by the current Health Insurance Portability and Accountability Act (HIPAA), the Virginia Health Records Privacy Act, and EMS Regulations. I will not access any EMS medical record unless directly involved in the care of the patient or as part of a structured performance improvement program within my facility. I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so, and I will not use access mechanisms which have not been expressly assigned to me. I will not use the VPHIB system for commercial or partisan political purposes.

If I observe incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Virginia Office of Emergency Medical Services at (804)888-9149.

I give consent to the monitoring of my activities on VDH/OEMS information systems, and other systems accessed through VDH/OEMS systems. If such monitoring reveals possible evidence of unauthorized or criminal activity; it may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

\_\_\_\_\_  
VPHIB Information System User Name (Print)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
VPHIB Information System User (Signature)

\_\_\_\_\_  
Hospital Name

\_\_\_\_\_  
Signature of new user's Supervisor

\_\_\_\_\_  
Date of Signature

For User Access to VPHIB Fax, Mail, or E-mail the following to OEMS:

- VPHIB Hospital User Logon Request Form
- VDH/OEMS VPHIB Security Agreement (Hospital Version)
- Please allow 3-5 business days to receive administrative user access

**E-mail:** [Support@OEMSSupport.Kayako.com](mailto:Support@OEMSSupport.Kayako.com)

**Fax:** (804) 371-3108

**Mail:** Office of Emergency Medical Services  
Attention: VPHIB Hospital Access  
1041 Technology Park Drive  
Glen Allen, Virginia 23059